

Red Rocks Community College

Supervisor/Approver Change Request

Complete this form and submit with requested documents to Human Resources when you plan to make a change in supervision. Human Resources will use this information to update Banner in order to ensure proper routing of Timesheets and Leave Requests/Reports. If you are requesting any changes outside of supervisory changes (e.g. salary changes, title changes, etc), you must submit a Personnel Requisition/Change Form to obtain approval.

Requested Documentation:

- For Temporary Changes- Memo stating reason for change, signed by Vice President of the affected department.
- For Permanent Changes-Revised and signed job descriptions for both the supervisor(s) and the employee being moved. (*The Appointing Authority is the Executive Director of HR who will sign once received*)
 - For the employee, if nothing else is changing, you only need to update the Report To field at the top of the job description and get new signatures.
 - For the former and new supervisor, if nothing else is changing, you will need to update section 3 (Supervision of Others) of both job descriptions and get new signatures.

Complete the following information for this change:

Employee name(s), S-Number(s) and Position Number(s): *(If the employees are being moved from multiple supervisors to the same supervisor, please be clear on who originally reported to whom)*

Current Supervisor and S-Number: _____

New Supervisor, S-Number and Position Number: _____

Please note: All outstanding Leave Requests/Reports will need to be processed prior to Human Resources making any reporting relationship changes in Banner. The current supervisor can return any outstanding items to the employee to cancel if it is not appropriate for them to approve. Once the changes have been processed in Banner the employee will be able to submit new Leave Request/Reports for their new supervisor.

For employees who complete electronic timesheets please contact Human Resources to identify the best timing and process for making supervisory changes.

